



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR MEDICAID SERVICES**

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MEMORANDUM

TO: Acquired Brain Injury (PT 17)
Supports for Community Living (PT 33)
Model Waiver II (PT 41)
Home and Community Based Waiver (PT 42)
Adult Day Health Care (PT 43)
Home Delivered Meals (PT 48)

FROM: Pam Smith *PS*
Director, Division of Community Alternatives

DATE: May 10, 2019

RE: Updates to Incident Reporting for 1915(c) HCBS Waivers
PT 17 / PL #A-34
PT 33 / PL #A-55
PT 41 / PL #A-23
PT 42 / PL #A-93
PT 43 / PL #A-55
PT 48 / PL #A-2

The Department for Medicaid Services (DMS) updated its incident reporting materials and developed additional educational materials to streamline incident reporting requirements and processes across all 1915(c) HCBS waivers. This is considered the first phase in DMS's incident reporting improvement efforts. DMS anticipates transitioning the incident reporting process to a web-based system in late 2019.

- The updated incident reporting materials impact all direct service providers, case managers, and support brokers/service advisors providing services to 1915(c) HCBS waiver participants. Updated incident reporting materials include the following: Incident Reporting Form
- Critical Incident Investigation Report
- Incident Reporting Instructional Guide
- Incident Reporting Frequently Asked Questions (FAQ)

- Educational webinar: *Updates to Critical Incident Reporting for 1915(c) HCBS Waiver Providers*
- Educational webinar: *Critical Incident Investigations for 1915(c) Home and Community-Based Services (HCBS) Direct Service Providers and Case Managers*

All of these materials were made available on the DMS Division of Community Alternatives website (<https://chfs.ky.gov/agencies/dms/dca/Pages/default.aspx>) following the webinar held on May 7, 2019. The Incident Reporting FAQ will be posted in mid-May.

Direct service providers, case managers, and support brokers/service advisors are required to use the updated incident reporting materials beginning June 7, 2019. DMS will notify waiver providers when it anticipates transitioning the incident reporting process to a web-based system. Waiver providers should continue to submit the new paper forms until notified otherwise.

For questions, please contact: CHFS.IncidentRptWorkGroup@ky.gov. Thank you for your attention to this communication and your ongoing commitment to better serve our 1915(c) HCBS waiver participants.

PM/kc/kl